CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

MINISTRY/ENTITY: **SUPREME COURT**

Job Title: Legal Officer

Job Grade:

Proposed Job Grade: JLG/ LO 2

Post Number:

Division: Civil Division

Reports to: The Registrar

Manages:

This document is valid as an accurate and true description of the job signified below.

_____ _____
Employee Date

_____ _____
Head of Department/Division Date

_____ _____
Date received in Human Resource Division Date

Created/revised April 2020_

Job Purpose:

The incumbent under the general direction of the Registrar will assist with the processing of grants, requisitions and notices within the Probate Division. The incumbent is responsible for, ensuring that there is compliance with the regulations and guidelines as stipulated by the relevant Acts/ Policies while seeking to enhance the level of service delivery to all clients and supporting the maintenance of the established time standards.

Key Outputs:

- ✓ Applications vetted
- ✓ Process flows reviewed
- ✓ Research conducted
- ✓ Requisitions prepared
- ✓ Procedural guidance given
- ✓ Performance Standards and Operational Policies maintained
- ✓ Legal advice provided
- ✓ Requisitions prepared
- ✓ Meetings attended
- ✓ Court and Chambers attended

Key Responsibilities

- ✓ Assists Deputy Registrar with the vetting of applications for Probate
- ✓ Vets Letters of Administration, Letters of Administration with the Will Annexed Letters of Administration De Bonis Non.
- ✓ Vets Applications to Re-seal Grant for accuracy and compliance with Civil Procedure Rules and relevant laws governing succession.
- ✓ Prepares Requisitions using Microsoft Word where errors are found.
- ✓ Conducts searches of the Index Card Cabinets and of the Court information Management System in respect of requests submitted by the Administrator General's Department.
- ✓ Ascertains whether any previous Grant was issued by the Supreme Court
- ✓ Attends Court and Chambers as the exigency may arise.
- ✓ Assists the Registrar and Deputy Registrar with the overall implementation and execution of strategies aimed at improving the overall efficiency of the Registry.
- ✓ Reviews process flow periodically and implement process improvement strategies where deficiencies are identified.

- ✓ Provide general information and procedural guidance to Attorneys-at-Law, legal clerks, members of the public and persons who are applying for Grants in person. Assists with the checking of the Grants for submission to the Registrar for signing.
- ✓ Conducts search and retrieves old records from the "strong room" when requested to do so.
- ✓ Vets applications for compliance with the relevant provisions of the Civil Procedure Rules,
- ✓ Conducts research when intricate applications are filed and consult with Registrar for guidance
- ✓ Explains and gives procedural legal guidance and clarification for requisition and administrative notices issued.
- ✓ Prepares letters or Emails in response to queries and requests concerning estate matters sent in by Attorneys and members of the Public.
- ✓ Assists the public or "walk-ins" – by explaining to them the procedural requirements in obtaining a Grant and the relevant laws in relation to estate matters and directing them to the appropriate agency (Legal Aid, Administrator-General, and National Land Agency et al).
- ✓ Attends monthly statistics meetings to review the performance of the Division and identify areas for improvements
- ✓ Reviews process flows/procedures periodically and implement process improvement strategies where deficiencies are identified.
- ✓ Assists the Registrar in the development and implementation of strategies to give effect to the strategic plan of the Judiciary.

Contact

Internal

Contact	*Purpose*
The Registrar	For instructions, guidance and direction
Deputy Registrar	Provide information
Other Deputy Registrars	For information and clarification

Staff	Supervision

External

Contact	*Purpose*
Administrator General's Department	To provide and receive information
Attorneys	To provide information
Registrar General's Department	To provide and receive information
Other External Clients	To provide information

Authority

As stipulated by the Judicature Supreme Court Act.

Performance Standard:

- ✓ Applications vetted in accordance with established standards
- ✓ Process flows reviewed within the established timeframe
- ✓ Research conducted in accordance with the stipulated standards
- ✓ Requisitions prepared within the stipulated timeframe
- ✓ Procedural guidance given in accordance with the established procedures
- ✓ Performance Standards and Operational Policies maintained in keeping with the stipulated guidelines
- ✓ Legal advice provided in accordance with the established standards
- ✓ Requisitions prepared in keeping with the established timeframe
- ✓ Meetings attended as scheduled
- ✓ Court and Chambers attended as scheduled

Key Competencies:

- ✓ Sound knowledge Wills Act
- ✓ Sound knowledge of the Intestate Estates & Property Charges Act
- ✓ Excellent knowledge of the Administrator General's Act as Amended
- ✓ Sound knowledge of the Probate (Re-sealing) Act
- ✓ Excellent knowledge Probate of Deeds Act
- ✓ knowledge of the Executor's Renunciation Act
- ✓ Excellent knowledge of the Judicature (Supreme Court) Act
- ✓ knowledge of The Judicature Rules of the Supreme Court (fees), 2011 &2017
- ✓ Sound Knowledge of Civil Procedure Rules 2002 (as Amended)
- ✓ Knowledge of Various Practice Directions
- ✓ Sound knowledge of the Judicature Supreme Court Act and other relevant legislation;
- ✓ Excellent Knowledge of the organization's policies, procedure and mandate;
- ✓ Good communication skills (i.e. oral, written and presentation skills;)
- ✓ Good interpersonal skills
- ✓ Proficient in the use of relevant Computer Applications;
- ✓ Ability to exercise a high level of integrity and confidentiality on the job;
- ✓ Ability to work in a team;
- ✓ Ability to use initiative.

Minimum Qualifications:

- Bachelor of Laws Degree
- Certificate of Legal Education (CLE)

Experience:

- At least one (1) year working experience in a related environment

Working Conditions:

Normal